



**City of Freeport
SPECIAL MEETING**

6:00 p.m./Council Chambers/Freeport City Hall a
October 17, 2016 Agenda

I. Meeting Opened

The October 17, 2016 Special Council Meeting was called to order at 6:00 PM by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council members present: Councilman Eddie Farris, Councilwoman Elizabeth Brannon, Councilwoman Janice McLean, Councilwoman Kasey Cuchens and Councilwoman Jennifer Laird.

Staff present: City Clerk Rebecca Podraza, City Attorney Clayton Adkinson

II. Invocation and Pledge of Allegiance

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

III. Bookkeeping Position Interviews

- Mayor Barley stated that the purpose of the meeting is to interview for the Bookkeeping position and turned the meeting over to City Clerk Podraza.
- Clerk Podraza informed the Council that there are three (3) candidates present to be interviewed. A copy of the interview questions was provided to the Council as well as the Nominating Committee Score Sheet to rank the applicants during their interviews. After the interviews the scores are tallied on a tally sheet.
- Councilwoman McLean asked City Attorney Adkinson if he would advise as to whether the position should be re-advertised due to the advertisement being different from the job description.
- Attorney Adkinson reviewed the September 2015 Staff Accountant Job Description as well as the revised copy from September of 2016. The title was changed on the 2016 Job Description from Staff Accountant to City Bookkeeper. The last sentence of the paragraph under Education and Experience was changed from seven (7) years accounting experience **required** to seven (7) years accounting experience **preferred**. Although these changes were discussed and reflected in the Regular Council Meeting minutes on September 22, 2016, Council did not vote to approve the revised job description.
- Attorney Adkinson explained that the advertisement posted in the DeFuniak Herald read seven (7) years local government preferred but the job description does not reflect the

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



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same.

- Attorney Adkinson reviewed the Selection Process from the Policies and Procedures manual. The Council has followed the guidelines per the Department Head Hiring Process and they may continue to conduct the process in that way if they so choose.
- Council discussed the conflicts between the 2015 & 2016 job descriptions as well as the discrepancy in the advertisement. A Special Meeting was scheduled for October 24, 2016 at 5:30 pm to correct and vote on the revised job description and advertisement.
- The candidates were asked to convene in the Council Chambers and City Attorney Adkinson explained to them why the position will be re-advertised and that they should email or call the Mayor if they would like to resubmit their application for the position.
- A question was raised by an applicant as to whether the revisions to the advertisement and job description will change the screening process and make the current candidates ineligible for the position. The City Attorney explained the inconsistencies in the job description and the advertisement and why the Council has made the decision to re-advertise.

IV. Adjournment

Mayor Russ Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The meeting adjourned at 6:30 p.m.

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk

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